

# **CITY OF HOUSTON**

# **Job Posting**

Applications accepted from: Job Classification Posting Number Department Division Section Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED
INVENTORY MANAGEMENT SUPERVISOR
PN# 103624
HOUSTON POLICE
CRIME LABORATORY
N/A
1200 TRAVIS
MONDAY – FRIDAY, 7:00 A.M. – 4:00 P.M.\*

\*Subject to change

9 DES

#### **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Supervises day-to-day operations: receives, secures, preserves, inventories, compares, verifies and stores evidence in accordance with established procedures. Ensures adherence to established guidelines. May testify in a court of law to verify the chain of custody. Creates, implements and maintains records, logs, etc. of evidence received or released. Ensures completion of periodic physical inventory of stored cases. Ensures thorough and accurate inventory records are maintained. Investigates, reports and resolves discrepancies. Supervises, trains and evaluates employees in all aspects of centralized evidence receiving section procedures and policies. Prepares and maintains various administrative reports. Checks disposition of evidence and keeps inventory counts. Participates in destruction of evidence as required by job assignment in accordance to established procedures. Maintains disposition files in a orderly fashion.

#### 10 WORKING CONDITIONS

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

#### 11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate's degree in Materials Management, Business Administration, Accounting or a closely related field.

#### 12 MINIMUM EXPERIENCE REQUIREMENTS

Two years of inventory control, materials management, or record keeping experience are required. May require experience in operating a forklift and other motorized or non-motorized materials handling equipment.

Two years of additional responsible inventory control and/or materials management experience may by substituted for the degree requirement.

#### MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Class "C" driver's license and be in compliance with the City of Houston's policy on driving. (AP 2-2).

# 14 PREFERENCES

13

None.

## 15 <u>SELECTION/SKILLS TESTS REQUIRED</u>

None.

# 16 SAFETY IMPACT POSITION

■ Yes ? No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

# 17 | SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range - Pay Grade 17</u> \$992.00 - \$1,345.00 Biweekly \$25,792.00 - \$34,970.00 Annually

**18** *OPENING DATE* March 23, 2005

19 <u>CLOSING DATE</u> Open Until Filled

## 20 APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.

An equal opportunity employer